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6 February 1964

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director for Support
Executive Director-Comptroller

SUBJECT : Delegation of Authority to Appoint Certifying Officers
and to Request Appointment of Cashiers

REFERENCES : (a) Attached letter for your signature to Department
of the Treasury re Delegation of Authority to Appoint
Certifying Officers and to Request Designations of
Cashiers

(b) Memorandum of January 11, 1951 from the Director to
the Secretary of the Treasury, Subject: Appointment
of officers authorized to certify vouchers and the
revocation of such appointments

1. This memorandum contains a recommendation for action by you as set forth in paragraph 7.

2. Reference (a) when signed by you is designed to both update the authority to appoint Certifying Officers delegated in reference (b) in conformity with the present organization of the Agency, and to delegate to the Director of Finance and the Deputy Director of Finance the authority to request the Department of the Treasury to designate, and revoke the designation of, individuals to serve for this Agency as Cashiers of Treasury funds.

3. Prior to the recent change in the organization of the former Office of the Comptroller, the Comptroller exercised the authority to appoint Certifying Officers for this Agency. Reference (a) proposes the delegation of the authority to both the Director of Finance and the Deputy Director of Finance in order to provide greater flexibility in the performance of this function.

4. The practice in effect, prior to the recent change in the organization of the former Office of the Comptroller, in requesting the Department of the Treasury to designate, and revoke designations of, Cashiers was:

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REFERENCE
(A)

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- a. For agent-type Cashiers assigned to the Monetary Division, the requests were in all cases signed by the Director or the Deputy Director of Central Intelligence.
- b. For Cashiers responsible for Treasury Imprest (petty cash) Funds, the requests were transmitted over the signature of the Comptroller.

5. In order to eliminate to the extent practicable administrative type letters being referred for action by the Deputy Director, reference (a) proposes the delegation of authority to request appointments and revocations of appointments of all individuals to serve as Cashiers to either the Director of Finance or the Deputy Director of Finance.

6. This Office fully recognizes the extreme importance of the responsibilities performed by the agent-type Cashiers assigned to the Monetary Division because of the very substantial volume of funds entrusted to their individual custody. Although the Director of Finance and the Deputy Director of Finance under reference (a) would be delegated the authority to request designations of such agent-type Cashiers, requests, therefor will not be transmitted to the Department of the Treasury without first recommending the individual to be named to the Deputy Director for Support and obtaining his prior approval in writing.

7. It is recommended that reference (a) be signed by you to provide the subject delegations of authority and notification thereof to the Department of the Treasury.

Acting Director of Finance

Concurrences: 29 Feb. 1964
Date

6 Feb 64
Date

Lyman B. Kirkpatrick
Executive Director-Comptroller

L. K. White
Deputy Director for Support

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